

# Surplus Electronics Recycling Procedure



## Overview

This procedure ensures the proper recycling of Weill Cornell Medicine (WCM) computer equipment and other electronics in accordance with federal, state, and local waste disposal regulations. Most electronics and circuit boards contain high levels of toxic heavy metals (e.g., lead, silver) that are classified as “hazardous waste” unless properly recycled.

## Applicability

This procedure applies to all surplus electronics generated at WCM, including off-site locations.

## Definitions

**Surplus electronics** are defined as electronic equipment which contains circuit boards or other components with toxic heavy metals:

- **Computers and Related Peripherals** including:
  - Central Processing Units (CPUs)
  - Keyboards and Mice
  - Monitors
  - Printers and Photocopiers
  - Fax Machines and Scanners
  - Servers
  - External Hard-Drives
- **All Other Surplus Electronics** including:
  - Televisions
  - DVD/Blu-Ray players and other video media devices
  - Radios and Other Audio Equipment
  - Some laboratory equipment with digital displays and internal circuit boards
  - Personal Digital Assistants (PDAs)
  - Calculators
  - Digital Cameras

## Responsibilities

**Generators** of waste surplus electronics ensure that:

- All surplus electronics are properly recycled and do not get disposed of with normal trash,
- The proper decontamination of equipment takes place prior to collection, if applicable,
- If decontamination is required, it must be inspected by EHS prior to disposal and include a decontamination [form](#)
- Surplus electronics are labeled and stored in a secure location (e.g., not in a hallway) prior to collection, and
- The appropriate Department is notified to schedule the collection of surplus electronics.

**Engineering and Maintenance** collects electronics at WCM upon the request of generators, transports and stores electronics in the WCM central storage facility, and maintains the central storage facility.

**Environmental Health and Safety** maintains appropriate permits and recycling/disposal records, provides training and information to the WCM community and Engineering & Maintenance personnel as needed, assists generators in decontaminating equipment as needed, and coordinates collections with the recycling vendor.

**Project Managers** ensure that all surplus electronics generated from WCM projects are collected, stored, and managed in accordance with this procedure. Contact EHS prior to each project to discuss surplus electronic recycling and other waste management procedures.

## Procedure

Utilize the following guidelines to manage, store, and request recycling of surplus electronics:

1. Ensure all surplus electronics are not disposed of with normal trash. All batteries must be removed and collected for proper disposal as hazardous waste by EHS. Remove all toner cartridges and return them to the manufacturer. Empty cartridges can be disposed of as regular trash. If returning cartridges to the manufacturer is not possible, full toner cartridges can be given to EHS for disposal.
2. Decontaminate surplus electronics (e.g., lab equipment) that have been in contact with chemicals and/or biological materials using 10% bleach solution, ethanol, or other common disinfectants, if applicable.



**Weill Cornell  
Medicine**

**Environmental Health and Safety**

TEL 646-962-7233 WEB [weill.cornell.edu/ehs](http://weill.cornell.edu/ehs) EMAIL [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu)

Weill Cornell Medicine | 402 East 67th Street, Room LA-0020 | New York, NY 10065



- 3. Print out, complete, and tape “**Surplus Electronics to be Recycled**” sign (see example below) to the surplus electronics.
- 4. Store surplus electronics in a secure location (e.g., within the lab or office) prior to collection. Surplus electronics placed in the hallway are considered abandoned; this is an illegal practice.
- 5. Request collection:
  - **WCM Engineering and Maintenance Supported Locations:**
    - This includes all locations serviced by WCM Engineering and Maintenance (E&M), including spaces in 1300 York (A-E, F, LC, and W) S-Building, Olin, Oxford, Lasdon House, CP, DP, DV, LA, WG, and RR.
    - WCM E&M will also collect electronics from WCM employees/labs/clinics who work in NYP spaces.
    - A work order can be submitted to Engineering and Maintenance online at <https://facilities.weill.cornell.edu> or by calling 212-746-2288.
    - E&M personnel will collect the electronics and transport them to a central storage facility.
    - WCM centrally funds the recycling costs for this program. However, generators must pay the E&M work order charge to move the equipment to the central storage facility.
  - **575 Lexington Avenue Building Locations:**
    - Collections are conducted by the recycling vendor on a quarterly basis.
    - Email EHS at [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) with the information below to request the quarterly collection date.
  - **Locations Not Supported by WCM Engineering and Maintenance:**
    - Collections are conducted on an as-needed basis by the recycling vendor.
    - Email EHS at [ehs@med.cornell.edu](mailto:ehs@med.cornell.edu) with the information below to request a collection.

For correspondence related to 575 Lexington Avenue and Locations Not Supported by WCM E&M, be sure to include:

- Contact name and telephone number.
- Building address and room number of pick-up location.
- Type and quantity of surplus electronics for collection.
- Any access restrictions and office hours.

EHS will then follow up with the requestor to schedule the collection. In the event that large collections or cleanouts are anticipated, such as the mass purchasing of new equipment, inform EHS via email. **There is no cost for this service.**

## References

- 6 NYCRR Parts 370 through 374 and 376 – hazardous waste disposal
- 6 NYCRR 371.1(c)(7) – prior notification for scrap metal exemption
- [Equipment Decontamination Form](#)

**Example Surplus Electronics to be Recycled Sign:**

**Surplus Electronics  
To Be Recycled**

(DEC C7 Scrap Metal Exemption)

---

Date:

Name:

Telephone:

Department:

Note: